

THE Library Journal

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THE LIBRARY JOURNAL.

DESULTORY THOUGHTS ON THE ARRANGEMENT OF A PRIVATE LIBRARY.*

BY BENJAMIN R. WHEATLEY, RESIDENT LIBRARIAN OF THE ROYAL MEDICAL AND CHIRURGICAL SOCIETY.

IN bringing before you the subject of the arrangement of private libraries I have merely noted down some desultory thoughts from a past experience, suggestive of variety in opinion and initiative of discussion; for any attempt at a complete view of the question I must leave to abler hands, and to those who possess more leisure to devote to such a subject.

Though in the arrangement of a private library we should of course be bound to follow in a general manner the same rules and plans which would be considered the best to adopt in the case of any library, there are some special differences and contrasts between public or institutional, and private libraries to which we shall have to allow considerable weight as argument for special action in dealing with the latter.

One of the points is that the private library is principally for the use of one person, its possessor, as, though it will be also for the use of those who either by family relationship or tie of friendship are entitled to such permission, they must be considered as in a dependent or subsidiary position, and as consulters whose wants or requirements will not be brought forward where they clash or are opposed to the controlling idiosyncrasies of the owner.

We shall thus have to be guided by the

* Read at the monthly meeting of the United Kingdom Library Association.
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literary tastes of the library possessor, and to concentrate our attention on giving due importance to the department in which the library will most probably be found to have developed itself.

A library being thus often the creature or outcome of its possessor's individual mind, and the realistic embodiment of the thoughts of other minds which he has collected around him in his pursuit of a particular study, will not bear submission to a code of rules drawn up for larger collections embracing the whole circle of literature; and for this cause any peculiar class of books for which a small private library is remarkable may rise from its subsidiary place in the complete cycle of human knowledge, and assume a leading position, and control all the other parts of our arrangements.

We shall have to play our part like the sapient Dr. Muggins in Barner Rhodes' admirable burlesque of *Bombastes*, and

"Suit our physic to our patient's taste."

Again, independent of the tastes of the present possessor, we shall find that a private library in the country is often the aggregate representation of the minds of his predecessors, and should one of them,

" . . . during the short day
He fret his pygmy body to decay,
Have o'er-informed the tenement of clay"*

* Dryden's "*Absalom and Achitophel*."

by the collection of many books for his own diligent reading, we shall find here a new point of sight from which we must calculate the bearings of the constituent parts of our library landscape.

Such libraries sometimes have but little of the literature of the present day added to them, and this little finds its appropriate quarters in the dwarf bookcases of the drawing-room and boudoir, and the solid literature of the library is only rarely disturbed by a more recent history, or a later edition of our best authors in poetry or the drama. The generality of private libraries consists of between 3000 and 6000 volumes, rarely exceeding the latter number. It is in the mansions of our nobility that they sometimes reach in number about 17,000; but libraries of that extent are few among the parks of the aristocracy of England.

May I for a moment dilate on some few of these esoteric characteristics of a private library? It may be stored with the literature of the reigns of Elizabeth and James and Charles, in which every little quarto or duodecimo book we handle for the first time renders us almost breathless as to what first edition of play or poem, or what rare work in liturgical or polemical divinity, it may prove to be.*

The library may be rich in the later literature of the Commonwealth, and the shelves be laden with small stout quartos full of rare historical and controversial tracts, the produce of a later phase in the religious history of our country, with titles whose crowded length and useless verbosity make the hand of the cataloguer ache as he glances upon them.*

* These and the little books just previously mentioned may be in their dark sheepskin coats, with cream-white edges to their leaves, and with that dryness between the fly-leaf and the leather and board of the cover which, caused by the long series of recurring seasons of summer heat and winter's damp and cold which have robbed the paste of its adhesive

In some old libraries collected mostly in the seventeenth and eighteenth centuries there is such a preponderance of those portly tomes in folio in which our sturdy ancestors delighted (but which the modern refinements and delicacy of hand of their degenerate sons have gradually almost driven from the printing-press) that they materially affect and disconcert our ordinary plans. I have known an instance in which the library shelves projected slightly in their upper part, and, there being thus an appropriate depth, I arranged in these shelves two long parallel rows, completely round the room, of these noble volumes of our old divines, state papers, statutes, treaties, trials, and our county histories; and the effect in strength and power (as Ruskin might have said) of these long lines of large stout books of nearly equal height and size was really magnificent. Sometimes you meet with such a valuable and massive body of topography as will not allow of its cavalierly being made a subsidiary section of the class of history, and the form and weighty character of its folios suggest that some deep and separate bookcases should be chosen in which it may assume the important individuality that it deserves.

Folios of a modern date, being of very unequal sizes, would have a raggedness of outline which would be less observed nearer to the ground than in the elevated position just referred to. As a general rule, a row of folios on the lowest shelf will be succeeded by one of quartos, and then above a ledge your octavos and duodecimos will be placed, but they should not ascend in too rigid a law of gradual decrease: rows of small books at the top of a bookcase look as petty to the mind as to the eye, and indeed are in general more appropriately placed in dwarf

powers, would make us almost think the books were published in the state we find them, with their fly-leaves free from all connection with the cover.

bookcases specially fitted for their reception.

I have seen a library, collected principally in the last century, which was so largely interspersed with the works of the Mystical and Quietist writers that a distinct class had to be arranged of the works of St. Francis de Sales, Thauler, Behmen, Madames Bourignon and Guion, Molinos, Malebranche, Law, and their followers, which completely overshadowed the other sections of divinity.

I have known the library of a nobleman, of some thousand volumes, which consisted almost entirely of Italian literature, and of this the larger part were the commentators who have illustrated the works of Dante, Petrarch, and their contemporaries and successors.

A library may be that of a political economist, and then we must take an interest in the practical sciences of finance and currency, commerce, the social questions of sanitary reform, population and poor laws, and the multifarious forms into which statistics have developed since their origin in the political arithmetic and early bills of mortality of the seventeenth century.

It may be that of a natural philosopher, and be so rich in works which treat of the mineral, vegetable, and animal kingdoms, and their old-world fossilic prototypes, that theology and metaphysics, the history of our race, and the literature which its mental energy has produced seem to be obscured and fade from our sight in the blinding cloud of incense raised to the worship of organic dust.

The library may be rich in fifteneers, Aldines, and Elzevirs, in prize copies of variorum classics in their richly gilded white vellum bindings, and in fact so complete as regards ancient classic literature, and in the cognate and illustrative classes of antiquities, works on coins and medals, inscription and the fine arts, that a class of "literary antiquities," combining art, literature, and history, will be created, which will form the

important bulk of the library, and this time theology and science must fall away into secondary positions.

These are a few out of many individualities which we have to prepare for and to care for, in bringing our labors to bear upon a private library, and we have in all these instances to allow our plans to be governed as it were by the presiding Penates of the house.

But if the library be tolerably complete in all classes we shall find it will easily be arranged under the usual headings of Theology, Philosophy and Science, Art, Political Economy, Law, History, and Literature (or Belles Lettres).

If I had the planning of rooms for a private library I should select as the best possible arrangement a suite of three rooms, or one long room or gallery divided by columns into three compartments, of which the centre should be the largest, with several small contiguous ante-rooms, the entrances to which, if so desired, might be concealed, for uniformity or completeness of appearance, by filling them with sham or dummy book-backs, the titles on which may be made an occasion for witticism or joking allusion to local and family history.

Let us suppose ourselves just entering a spacious suite of rooms of this character in some noble mansion—what should be our first step in planning out our work? It will be well to devote a day to a cursory view of all the books, making such notes as will be useful for comparison in settling our immature plans of arrangement. We shall usually find that the principal masses of books will range themselves under Theology, History and Literature; Science and Law rarely holding a high relative position to the others. Law books seldom interfere much with our plans, old canon and civil law rarely being met with in private libraries, and they may if they occur be classed as paralipomena of theology and history. The law that will probably be met with will be Black-

stone's "Commentaries," Burns' "Justice of the Peace and Ecclesiastical Law," and a few of their congeners and successors on common and parochial law, and these will find an appropriate position in the justice-room attached to the mansion.

Should books on agriculture, botany, and gardening be the principal mental pabulum of our proprietor, it will be well to send off all these works to his private study, where they will be handiest for use, and they may appropriately be followed by the books on the mechanic and domestic arts, and on political economy and statistics.

If one of our three great divisions much predominate, we should arrange to give it the central important position in our suite of rooms.

In accordance with the above remarks as to law-books and works on the sciences, arts, and economy, I prefer, for the sake of simplicity of action, to consider the library as first or provisionally to be divided into three great classes.

1st. *Science*, or knowledge, as including its theological, metaphysical, ethical, mathematical, and physical divisions, and their applications in the liberal, fine, mechanical, and domestic arts.

2d. *History*, as general and political, with its attendant illustrations, legal, governmental, and political; antiquarian, heraldic, numismatic, and documentary; and descriptive, in the shape of voyages and travels and topography.

3d. *Literature*, embracing all the various divisions in which books are arranged more for their form of composition, style, and diction, than for their subject, and letters, the "literæ humaniores" in fact, are considered more as an end than as a means, including poetry, drama and fiction, essays and criticism, all linguistic and philological works, and bibliography, the last of our sections, as itself the describer of them all.

In these divisions all special class his-

tories and biographies should find their places in the class to which they severally relate.

After a complete survey of the library on the shelves, and if no special peculiarity, like some of those I have described above, be met with to justify our departure from the usual system, I should advise that a series of trestles or tables be obtained, and that the assistance of some of the servants or gardener of the establishment be sought at intervals for the larger movements—most of the planning and the smaller movements being done by yourself, as the constant presence of others watching your operations when they are of a tentative character only, is irksome, and your mind will work better and easier alone.

Having settled where to place my three great divisions, I should begin by turning down in the first (or theology and science) division for removal to their respective tables, opposite to the shelves on which they are to rest, all books of history and literature. In my history division I should repeat the process for theology and literature, and again in my literature cases for theology and history. This operation will take only a day, and you will then have a clear view of the material before you in readiness for you to bring your plastic powers of hand upon it in moulding it into correct systematic arrangement in all its details. These details will be subject to the exigencies of your shelves in all their varieties of height and length and depth, and these are frequently, owing to some crotchet of architect, builder, or carpenter, of a very troublesome character.* From this and

*I have seen a bookcase where the shelves were permanently fixed at a distance of sixteen inches, and their depth was but four. I do not know what kind of books the framer of this absurd bookcase could have had in view; some oblong day-books or ledgers might perhaps be placed therein, but I have seen only two books

other causes connected with the books themselves, I must add that this planning out will not always prove at once even moderately successful. In arranging a library difficulties have to be encountered almost as great and invincible as arranging facts by order of time and place in the same series. But as it is in all great discoveries, a good library arrangement is not achieved at once, but is a slow growth through difficulties met and conquered; some of the best portions of it will be those which have flashed across your mind when there seemed no pathway out of the thicket of difficulty in which you were struggling. The arrangement of books where the shelves are not made to order to suit your plans must naturally be of a progressive character in its development in your mind. You must adopt the algebraic supposition of equalities, you must let x equal something and work out your problem with many failures before you discover the real value of x in the exact capability of the shelves to serve the purpose of your arrangement. We have class, sizes, and appearance to consider. You will find you have left insufficient room for the development of your English history. A Grote's Greece is found in a sitting-room apart after you have neatly fitted your shelves with sets of Mitford's Greece and Rollin's "Ancient History." Cupboards in upper rooms are found full of valuable books, which must be drafted into your already closed ranks. Aggravating events these, which sometimes lead to a feeling of utter despair as to your bringing your arrangements to a satisfactory conclusion; but, as I have hinted before, we must not despair. Out of these trying vexations new thoughts will grow. When the night seems darkest the thin lines of morning light rule them-

which could be ranged beside them, a copy of Dante printed on vellum, of which I forget the date, and an old foreign pharmacopoeia printed at Augsburg in 1573 (both about 12 x 4 in.).

selves along the distant horizon. Necessity, the famous mother of invention, will not desert us now—an adjacent room is discovered that will appropriately receive your law-books, your grammars, and linguistic books, a large encyclopædia or two, or some large class that will bear removal without injury to system from the general body of the library, and the space gained allows the other parts of your arrangement to fall easily into appropriate places. An additional safety-valve, in the arrangement of the science and art division, when the pressure becomes too strong, will always be a formation out of them of a class of "books of reference," which may be removed and placed in some convenient morning or billiard room.

When the ante-rooms I have mentioned cannot be obtained to receive the overflow of the ever-rising tide of books, or if obtained are insufficient for your purpose, you may assist their office of usefulness by the arrangement of the even volumes of long sets of books behind each preceding odd volume, the fact of their being so placed being patent at sight from the regularity of their omission from the front rank. But to speak in Hudibrastic verse:

"Put not your single works behind,
For out of sight is out of mind."

A case in any out-of-the-way corner, with a green lining to its glass or wires, should be kept specially for continuations of books in parts, which take years to arrive at a state fit for the binder, and which are otherwise a constant disfigurement to the general appearance of the library. A useful point to be considered in our arrangement will be the placing of long sets of appropriate journals in the upper shelves of each of our classes. Let us place the British *Critic* or some more modern theological quarterlies over our divinity, the *Annual Register* over our history, and the *Quarterly or Edinburgh*

Reviews over our belles-lettres. We shall thus fill up and give a complete appearance to our shelves at once, while leaving really large room for additions, as the earlier volumes of these journal series will bear slow removal to the ante-room, as additions to either class require the spaces at first occupied by them.

When your books are arranged an excellent and artistic mode of indicating the position of the various classes is the placing of a series of busts of noted authors over the class in which the works of each hold a prominent place. Without, I trust, insulting their great memories, I should avoid the commonplace busts of Homer, Virgil, Shakspeare, Milton, and Newton, and find substitutes for them in authors of the second rank, of equal significance to the literary man if less known to the wondering gaze of the multitude.

For small libraries, not exceeding 3000 to 4000 v., the letters of the alphabet may be used for the cases, and small figures for the shelves, on the principle of the greater including the less, the letters having a more important appearance; but in larger libraries, where there is a chance of the alphabet being doubled or trebled, one regular series of large numbers for the cases, with small letters for the shelves, is to be preferred.

The books should be numbered with the case and shelf inside; but long sets of books and journals and magazines need not be numbered beyond the first volumes, an extra reference now and then to the catalogue for replacing a volume being less trouble than the alteration of the marks of long sets of books on every occasion of shifting them. In volumes of tracts each tract should be numbered, and the number inserted in the catalogue.

I will conclude with a few words relative to the catalogue which should accompany our arrangement. As we shall have arranged our library in classes on the shelves,

the alphabetical catalogue under authors' names is the appropriate antithesis to it, and will be the most useful to the possessor of the library, who may be supposed to know most of his books, and would therefore in looking for one want to go direct to the author's name. To arrange your library and catalogue on the same system would be a tautological absurdity; they should be supplementary or complementary the one of the other—like a wedded pair, each supplying the other's special want or deficiency.

Abstracts of the contents of collected editions of authors' works should be given, and the cross-references should be plentifully supplied from the subjects of biographies to their authors, from anonymous and pseudonymous works to the writer's real name, and from works included in or noticed in the title-pages of other publications to those publications. Short classifications of the subjects treated of in the books in the library, being really a subject-index inserted into the alphabet of the catalogue, will materially assist the possessor, as supplementary to the shelf arrangement, when any doubt occurs in the search for a book upon the shelves on a particular subject; and an additional usefulness which they possess is that the owner of the library may himself constantly add to these references such additions as he may meet with in his readings, without in any way interfering with system. The style of cataloguing, whether full and bibliographical, or short for easy reference only, with omission of superfluous verbiage, will be a matter of settlement between the possessor of the library and the librarian, and can be arranged in its details on any principle considered most suitable.

Prefixed to the catalogue should be a synoptical table of the contents of the cases and shelves showing the plan of arrangement adopted.

PRINCIPLES UNDERLYING CHARGING SYSTEMS.*

BY MELVIL DEWEY.

THERE is nothing in library economy that influences the opinions of the borrowers as to the management so much as the system of issuing and charging books. This is the one thing that every reader has to do with on every visit. In it almost any fault will be pardoned except slowness. Books must be passed through the routine with great rapidity to please the public, and there must be a high degree of accuracy in the record. Further than this the public cares almost nothing. Whether quiet or noisy, easy or difficult, requiring one attendant or a dozen, does not concern the borrower. He wants his book brought and charged in the least possible time, and will insist on a fair amount of accuracy, making an uncalled-for amount of comment on any mistake in his accounts. To the library the element of cost is all important, and for the large number where books are issued in the reading-room, the system must be noiseless. The shouting of borrowers' names, book titles, numbers, etc., would be intolerable, except in a separate delivery room, and even there is objectionable and can be mostly avoided.

More than in most other questions of library management, the system must be adapted to the library, and there is no royal method suited in all its details to every library alike. There are some important factors in each case, *e.g.*, the number of volumes in the library, and the number allowed to each reader at once; the number of borrowers, and whether living compactly, and personally known

to the librarians, as in most small towns, or scattered widely, as in society libraries, with members in several different places. Are notices to be sent in all cases to delinquents? If so, the charges must be by dates, or partly so. The rapidity with which the borrowers change residence may affect the system. In a college library the professors illustrate the permanent, and the students, changing entirely each four years, the floating element. Still, allowing for all these special factors, we shall have only a limited number of cases and combinations, and there is no better field for improving present usage than in presenting model charging systems for the different classes of libraries. I purpose to call attention to several plans, and to offer some suggestions. Readers are requested to send in any desirable comments, and from the matter thus brought before the Co-operation Committee, it will be able to recommend two or three model systems.

There are two well-marked systems in use, the ledger and the slip. A few libraries use a combined system like the shelf catalogue device, in which the ease of arrangement, adding and removing, of the card or slip system, is combined with the convenience of handling and safety from disarrangement or loss of the book or ledger system. Each of these systems may be and is used either to keep an account with the readers or with the books, or in another combined system with both books and readers. To all these systems are added the varieties of charging according to time the book may be kept, or the date on which it was drawn, thus giving a great variety of plans.

* This article is intended to preface a practical discussion of the details of methods in use or desirable for adoption.

ACCOUNTS WITH BORROWERS.

The advantages of the account with the borrowers, are that the officials know at any time just what books are charged to any reader, and the page is a permanent record of the amount and character of the reading of each. Where several books are issued to one person, it is important to be able to answer the frequent question, "What books are out on my name?" or, "I think I returned all my books; will you tell me what is charged?" This is much less important in those libraries that issue only one book at a time, but even then it is not uncommon for the question to arise as to what book stands charged, and giving the title will often convince a reader who stoutly denies having any volume. In small towns, colleges, and schools, etc., the permanent record of the reading of each person is something which seems to me of great importance if it can be secured as an incidental advantage of the charging system. Parents may occasionally inspect the reading of their children, teachers may have an eye on that of their pupils, and the librarian who is making direct efforts to improve the reading of individuals, will find the schedule of books previously read of the greatest assistance to intelligent effort. There is also a stimulus to make the list as creditable as possible, if the reader knows that it is permanently preserved at the library. I can conceive of no harm coming from such a record, for a reader should draw no book that he is ashamed to have recorded against his name. In a system of significant numbers, like that used at Amherst, a mere glance at the numbers tells exactly the class of books that have been drawn. In most systems the librarian will in time learn to recognize call numbers, so that a glance over a reader's page will give a good general idea of what he is reading.

A similar glance at the two date columns will show how long each book was kept out, thus affording in some cases a clue to hurried and superficial reading. The frequency with which a line is filled with an entry of fine, will show the carelessness of the borrower, etc. Should a book be found mutilated, the reader's page makes it possible to examine all other books he has had from the library to detect other probable misdemeanors.

I am speaking of both large and small libraries, and shall therefore mention some points that apply to one and not to the other. Librarians who have had experience only in the largest or smallest are not competent judges of points pertaining to the class with which they are unacquainted. I preface this to further illustration, because I have so often seen librarians of both classes put aside with a sneer an excellent plan or suggestion, simply because of their own ignorance of the conditions to which it was adapted. To one a thing seems puerile; to another as aimed too high. The JOURNAL aims to serve both classes alike.

Now my illustrations. It is often a convenience, specially where more than one book is allowed each reader, to be able to answer his question whether there is any thing now charged against him. Some member of his family may have taken a book on his name, he may have forgotten one taken by himself, or, having sent it back by some one else, it may never have reached the library, etc. If he live a long distance from the library, and does not chance to have his card with him, the common system can give him no help. If his card is lost, there comes up the question whether it was clear, and some time must be allowed to find out by the clearing up of all charges outstanding. An inquiry is often made as to books taken out some time before. A reader wishes to get a book which he had at Christmas,

but can remember neither title nor author accurately enough to find out from the catalog. A glance at his page will give the call number. I might multiply instances to show how often the account with the borrower will be used and found valuable.

If there is no such account, readers and officers soon learn to do without it, and do not feel the need; but once kept, it will be sadly missed when given up, though it may be impracticable to maintain it in a very large library.

In short, I esteem an account with each reader, preserved in the library, of much importance and worth some extra labor in every case. I have known a most excellent influence to be exerted on the choice of books by the fact of this permanent record, and should be influenced in deciding upon a system by the presence or absence of this feature. Its value must be apparent, and the only question that can arise is, whether it costs more than it is worth? That must be determined for each individual case.

ACCOUNTS WITH BOOKS.

The advantages of the account with the book are equally marked. The books, even more than the readers, are under the charge of the librarian, and he may be expected to know something of the history of each. As in the reader-account, only those who have learned the advantages of the book-account appreciate its importance. Having never had it, some jump to the conclusion that they have never felt the need of it, and therefore that it is worthless. The same reasoning would deprive us of many of our most valued inventions. Few people felt that they could not get along without the telephone; but now that it has been used, thousands would not part with it except at fabulous prices.

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Those who have never tested the usefulness of the points I mention in the book-account are not proper judges of its value.

This account, whether kept in a ledger or on slips, enables you to know the whereabouts of every volume in the library at any time. If the account is clean, the book is on the shelf. Otherwise it is plainly indicated who has it, when it was taken, and therefore when it will be returned. If lost, at the binder's, temporarily removed to another shelf or room, or for any reason off its shelf, the fact appears instantly on reference to the book-account. This gives the librarian a command over his resources impossible in any other system. He can always either hand you the book or tell you instantly just where it can be found. At times five minutes' consultation of a book is worth its price, and there is no practicable means of finding where it is if off the shelves. The reader can with this system easily have the book reserved for him when it comes in, a thing impracticable with a reader-account alone, except with greatly increased labor. There are scores of advantages in thus knowing all about the whereabouts of every book, and a librarian once having this power will be very loth to give it up.

Another advantage is the ease with which the history of the book may be traced. If mutilated, there is a record of all the hands through which it has passed from the first. If a question of the frequency of its circulation arises, a glance tells whether it is best to buy a duplicate. The record of any book, with its dates, etc., affords data for valuable study. On p. 631-2 of the Government Report some of the advantages of the book-account are given. Many others will occur to a working librarian, such as the ease with which statistics may be compiled. To one attempting careful study of the reading of his library, the book-account be-

comes an invaluable record on which to base plans for improvement. Important as the reader-account seemed, we must hesitate in choosing between the two in those cases where neither time nor means allow both accounts to be kept.

LEDGER VS. SLIP SYSTEMS.

The advantage of the ledger is that its leaves are never lost or their order mixed, as will sometimes happen in any card or slip system. It can also be handled or consulted more rapidly than any possible box or tray. Its disadvantages are the impossibility of keeping a strict alphabetical order, of replacing filled pages with clean ones, and the necessity of changing the reader's number, when his page is filled, to some other part of the ledger.

The single line used in a ledger will prove about as cheap as the loose slips, the binding of the ledger off-setting the waste of space in the slip. The slip system has the immense advantage of allowing of any desired arrangement at the first, and of any desired change in order at any time. It is perfectly flexible. This system has in late years gained rapidly in public favor, and for many purposes cannot be improved, *e.g.*, in arranging indexes. It allows the work to be done by any number of different people, or in any number of different places. The results are thrown together in the chosen arrangement whenever desired. Notwithstanding these advantages, it is by no means a perfect system, for a slip sometimes gets lost. Even worse, it will sometimes be found again at just the time to cause confusion. Sometimes a pile of slips gets "pied," as a printer would say of his types. Sometimes, knowing a slip to be in a given package, it will yet be almost impossible to find it. They cannot

be consulted as rapidly, and there is greater danger of losing or confusing. It is an open question to some careful observers, whether too much stress has not been laid upon the merits of the slip system, which is in fact simply the card-catalog plan. I think its value is not over-rated, but that often too little account is taken of its obvious weak points.

A combined system, like that used for the shelf catalogues of the A. L. A., seems to combine the advantages of the two plans with very few of their disadvantages. The sheets can be arranged as desired, and then laced into the binder so firmly that they are really well bound, and may be used for years. Where it is practicable to unite the two systems, securing the flexibility of the slip and the safety and ease of reference of the book, an almost perfect method results. A combined system has been applied to many other uses besides the shelf catalog. In at least one case it was used with success as a ledger for a reader-account. A second form of combined system is more nearly allied to the slip than to the book. It is the use of large stiff cards, thus getting a movable ledger page. Its size and use make it very like the ledger, but it is, in fact, simply a larger form of slip. This has served excellent purposes, both when the entries are made directly on the large card and when these are used as partitions to separate slips dropped into place between the cards. Where accounts are kept with readers constantly changing, as in subscription libraries, this plan has the great advantage of allowing names to be added or withdrawn with the greatest ease. The work is thereby much simplified, only *live accounts* being kept in the box. The character of readers, as well as the number, must always be considered in choosing the best method of charging loans.

THE LIBRARY JOURNAL.

AUGUST, 1878.

Communications for the JOURNAL, and all inquiries concerning it, should be addressed to MELVIL DREWY, 32 Hawley Street, Boston. Also library catalogues, reports, regulations, sample blanks, and other library appliances.

Remittances and orders for subscriptions and advertisements should be addressed to F. LEYPOLDT, P. O. Box 4095, New York. Remittances should be made by draft on New York, P. O. order, or registered letter.

Exchanges and editors' copies should be addressed to THE LIBRARY JOURNAL, 37 Park Row, New York.

The JOURNAL addresses itself exclusively to library interests, admitting to its advertising as well as to its reading-matter columns only what concerns the librarian as librarian. It does not undertake to review books unless specially relating to library and bibliographical topics.

The Editors are not responsible for the views expressed in contributed articles or communications, nor always for the style of spelling, capitalization, etc., in signed articles.

Subscribers are entitled to advertise books wanted, or duplicates for sale and exchange, at the nominal rate of ten cents per line (regular rate, 25 cents); also to advertise for situations or assistance to the extent of five lines free of charge.

THE month is notable for the many important changes in library personnel. The resignation of the head of the British Museum and the appointment of a successor to Prof. Winsor at the Boston Public, are events of the greatest moment, since the one library officially, the other by its public importance hitherto, stands at the head of libraries in its own country. It is to be hoped that the new administrators of these institutions will prove men thoroughly alive to library progress and co-operation. The changes in the Indianapolis Public and the Iowa State libraries have displaced two librarians who have attained very high rank in their calling; how far there may be reasons for such changes cannot easily be judged from a distance, but it is worth while to repeat the general observation made at the time of Prof. Winsor's retirement from the Boston Public, that it is most unfortunate that a librarian's term of office should be determined by any board or body not closely and constantly acquainted with the administration of the library or be dependent on any other considerations than his fitness for the position. His place should be his during "good behavior," and he should not feel compelled to cater or manœuvre for votes. Each year of successful administration in a place increases almost in geometrical ratio a librarian's local usefulness, and the community loses by any

system which deprives it of this advantage. We do not mean, of course, that a librarian is entitled to keep his place longer than he defends it by his success, nor do we assume to review the action of the authorities in the places named. But it is well to keep in mind the general principle, since there has been more than one symptom of a tendency to bury it out of sight.

THE Hartford Library, which is supported by subscription, proposes, as is noted elsewhere, to yield to the pressure always exerted by the constituency of a subscription library, and to do away with certain of those precautions and restraints which are usually thought to be necessary as a safeguard for library property. We shall look with great interest for the result of this experiment, fearing it may lead to loss of books and annoying confusion in the accounts. The greatest accommodation for the day often proves the least for the month or year, and certain wholesome rules conduce to the comfort and convenience of all concerned. What is to the interest of the public, the general body, is, in the long run, to the interest of each individual who goes to make up that public, though the enforcement of a general rule may sometimes be resented as unnecessary and vexatious. It is for the wise librarian to know when his rules may rightly be waived, but as a general practice the safest course is *fortiter in re, suaviter in modo*. The affability is nevertheless all-important, either in a subscription or a public library, and the reason of a rule should always be made evident to every reasonable critic. The subscription librarian is often heard to bewail that he has not the easy task of the public librarian, who may do with his taxes as he shall please. But the public librarian sleeps on no bed of roses, and must, after all, be as responsive to his wider constituency. Alike in his purchases and in his administration, either must be reasonably firm in behalf of the general interest, and carefully polite in reconciling to that general interest the conflicting feelings of the individual reader.

ALTHOUGH there is to be no American Conference this year, there promises to be even more progress than during either year since the start of the organization. Mr. Poole's Index will, if not ready, be far advanced towards completion, and it is not too much to say that this alone will be worth all co-operation has so far cost. It looks very much, in view of the practical decisions of the committee, as though the

Coming Catalogue will be presently an accomplished fact. It is probable also that the system of printed title-slips (for Committee's report see p. 113) will be put in immediate practice. The plan is advertised elsewhere, and it is to be hoped that there may be so general and immediate a response from libraries as to prove to publishers the value of the system. The editors of *Psyche*, the Cambridge entomological journal, have already taken the lead (see p. 200) in furnishing such slips in their specialty, and we are glad to note that they have consented to keep these titles in type until the readers of the JOURNAL can have time to order slips, after receipt of this notification. The importance and patronage of the Supply Department is meanwhile increasing in a remarkable ratio, affording to every library which utilizes it, improved methods at so much lower cost as to free a considerably greater portion of its funds for the purchase of books. So that the cause will not suffer for the omission of the annual meeting here; it is to be hoped, indeed, that it may lead to a more general representation of Americans at the conference at Oxford, which will in turn induce many of our English brethren to be present at the grand meeting in Boston in 1879.

THE proposed rules of the Index Society will be of general interest on both sides of the Atlantic; happily they agree in the main with the co-operative decisions in America, so that there will be a virtual uniformity, if not complete agreement. In bringing out clearly the reasons for certain rules, as the distinction between articles and prepositions prefacing proper names, Mr. Wheatley has done wisely. The English discussion of the size question develops the usual division of opinion on the proper size symbols, as between the old and a new system. It may be well to state that the historical argument was a strong reason with the American committee, not for the old, but in favor of the new symbols. The old series still serve to designate fold, which, particularly in early printed books, is essential; the new system says on its face: this size means actual measurement. The difference between the two systems is based on a real distinction which it is desirable to recognize. In view of the intimate relations between the two countries as producers and users of books, it is very desirable that there should be agreement on this detail, if possible in the symbols, but at least in the scale of measurement adopted.

AMERICAN LIBRARY ASSOCIATION.

OMISSION OF ANNUAL MEETING.

As noted on p. 127, under General Notes, it was decided by a majority of the Executive Board that it was better not to hold the regular annual meeting this fall, but to combine the '78 and '79 annual meetings in the convention to be held next May or June in Boston. There has been so general acceptance (almost unanimous) of this plan as the best, that the Secretary feels justified in announcing that no meeting will be held this fall. In the meantime committees are arranging the program and details of the convention, to which foreign delegates are to be generally invited, and suggestions are in order. The monthly reports in the JOURNAL largely take the place of the Association meetings, and the work can and does go as steadily forward as would be possible with personal meetings.

CO-OPERATION COMMITTEE.—TENTH REPORT.

A. L. A. Catalog.

As noted on p. 187, the most important work before the Committee is the co-operative catalog, to be undertaken on substantially the plan suggested on p. 423 of v. 1. Three more meetings have been held and several points have been settled. These are briefly: (1) There must be notes. A list of titles alone is not enough. (2) Specialists must be employed more or less in preparing these notes, so that they may have the highest authority. (3) The catalog must be the work and the property of the Association, focalizing in one publication the influence, experience, and work of the entire membership. (4) The first edition should contain about 5000 titles. (5) This may be printed promptly because it will be in the nature of a proof edition for correction. (6) Proofs will be sent to all members and others wishing to co-operate in the work by examining and returning with suggestions or corrections. (7) If the hoped-for arrangement with the printers does not fail, the book will be kept in type under constant revision. New editions will be printed for single libraries or otherwise as demanded, and before each printing the committee in charge will meet and consider and pass upon corrections, additions, or omissions suggested. (8) The form and rules for publishers' title-slips (see p. 113) will be followed, omitting subject-headings. The condensed rules (see

p. 12) will of course be followed as far as applicable. (9) The best form appears to be, brevier titles and nonpareil notes, as in title-slips; column 6 cm. (2½ in.) wide and 20 cm. (7½ in.) long; paper 25 cm. (9½ in.) by 17½ cm. (6½ in.). This gives a double-column page with wide side margins, so that the book number can be printed or written in the regular margin like side notes. Where no numbers are inserted, the large margin is left for ms. notes. It is estimated that the 5000 titles will require 250 of these pages. Suggestions of any kind from those interested will be gladly received and considered at succeeding meetings of the committee.

Card Catalog Cases.

Nearly thirty cases of various patterns have been made and tried, and we have selected four forms which will be kept on hand. For the standard cards a four-drawer case, 20 cm. (8 in.) deep, costing \$7, and a ten-drawer case, 40 cm. (16 in.) deep, five times the capacity, and costing \$17.50. The smaller case is adapted for private libraries and individual use. Its drawers are too short for convenience in a public library. It holds 9000 cards of paper, 6000 of ledger paper, and 4000 of bristol-board, the standard form. The larger case holds five times as many cards. These figures allow for blocks, etc., and for the loose arrangement most convenient in the catalog. The case will hold a half more if packed full of cards. This is the largest portable case desirable. If more capacity is needed, it is secured better by putting two of these cases back to back, if convenient, or if to face the same way, separated a little on the counter, rather than to make a larger case. With only two tiers of drawers, it is easy for different persons to consult each tier at the same time. With three or more tiers, this would be inconvenient. For the large standard card (P. size), the small case has three drawers, 40 cm. (16 in.) deep, and costs \$8.50; the double case, six drawers, same depth, \$14. These cases are alike except in number of drawers, and one is as desirable as the other if it gives space enough. The three-drawer case holds 6000 bristol-board cards or 9000 closely packed. The wooden guards, to prevent the drawer being drawn too far out, can be put on any of the cases for 5 cts. per drawer, extra. All these cases are of black-walnut, handsomely finished and durably made, and are sure to give satisfaction for both their convenience and tastefulness.

Issues and Returns.

W. E. Foster, of Providence, submitted:

"I hope the uniform use of colors in stamping dates will be—issues *blue*, and returns *red*. This is the more natural way, since expunging is done by red ink, corrections on business cards, bill-heads, etc., caused by change or removal, are printed over in red ink," etc.

The suggestion was approved, and red is recommended for stamping returns or cancelling entries of any kind, leaving blue and black for issues and original entries.

Book Marks.

For book marks such as described v. 1, p. 326, 5 × 15 cm. is the most convenient size. Some have been printed on manila paper and gave good satisfaction. They wear longer and are cheaper, but are not as pleasing in appearance as those printed on light card-board.

Manila Call Slips.

The stiffness of the manila stock makes it specially desirable for small-sized call slips. Durability makes no difference in a slip used only once. The regular slip 5 × 5 (also the 5 × 7½) will be furnished in manila, when ordered, at the same price as other paper, 15 and 20 c. per M.

Borrower's Card.

A stiff card-board of the P. (postal-card) size, 7½ × 12½ cm., seems best for cards. This fits pocket-books, envelopes, etc., better than any other size, and gives a convenient space for dividing up for the various columns commonly printed. It files also with the large standard catalog card, of which large numbers are being used, and also fits postal-card files of all kinds.

Spitting Placard.

To the regret of the committee, it has been necessary to furnish a placard for those people so thoughtless as to soil the floors of reading and library rooms. They recommend its use only where it seems necessary for protection, and it may often be avoided by a personal hint, or by putting it up only once or twice where it will be seen by the offender. The card is 10 × 15 cm., and has printed on it in bold letters, "Spitting on the floor is strictly forbidden. Spittoons are provided for those who need them." These cards can be had for 5 c. each.

CHARLES A. CUTTER, }
FRED. B. PERKINS, } Committee.
FREDERICK JACKSON, }

UNITED KINGDOM ASSOCIATION.

SIXTH MONTHLY MEETING.

THE sixth monthly meeting was held at 8 P.M. on August 2d, at the London Institution. Present—Mr. W. S. W. Vaux, in the chair; Rev. Mark Pattison, Messrs. W. Brace, J. Chatto, J. Ashton Cross, A. I. Frost, E. B. Nicholson, C. Welch, B. R. Wheatley, H. B. Wheatley, H. Wilson, and H. R. Tedder (Secretary).

The minutes of the previous meeting having been read and confirmed as correctly entered,

Mr. I. T. Gibson Craig and Mr. G. Lamb Price were nominated as members, and the following resolutions were unanimously passed:

Resolved, That a copy of the Conference Report be presented to the Bethnal Green Free Library.

Resolved, That the Council be requested to recommend the Association at its first sitting in Oxford to suspend Rule 6, and to vote for any candidates who may then be proposed as members for the year 1877-78.

The Chairman then called upon Mr. B. R. Wheatley to read his paper, "Desultory Thoughts on the Arrangement of a Private Library." (See p. 211.)

Mr. Vaux, in proposing from the chair a hearty vote of thanks to Mr. Wheatley for his interesting communication, described the arrangement he found most convenient in his own private collection of some 12,000 v., chiefly devoted to Oriental studies. In cataloguing he was always very careful to give the precise measurement of every volume, as a guide to the size, and incidentally as a means of recognition in case of theft.

Mr. H. R. Tedder said that the classification of a private library must be entirely based on the special requirements of its owner, and thus every private library will be susceptible of a different arrangement. The rigidly scientific plan of a stranger is quite out of place, and some broad system, such as Mr. Wheatley suggests, should be used, in which the leading idea must be to place books most likely to be wanted nearest to hand, and the "line of sight" should in every case be jealously restricted to the volumes of greatest importance. Shelf-marks ought to be very plain and simple, as the books will very likely be replaced by persons unskilled in bibliothecal technicalities. Instead of a glazed bookcase for continuations, he considered solander cases more sightly and

convenient. It must not be forgotten that in a library such as Mr. Wheatley describes, books will be most esteemed as mere furniture, and a considerable endeavor must be made to insure their handsome appearance on the shelves. A great advantage will be found in the construction of a *limbo* in some out-of-the-way room, for the reception of little-used periodicals, long sets, obsolete authors and editions, and other literary lumber (always so plentiful in an old country house), which the owner might not feel disposed to get rid of on account of family associations.

Mr. E. B. Nicholson spoke of the space gained in the London Institution by double rows of long series, on the principle described by Mr. Wheatley. He pleaded in extenuation of the system of placing folios on upper shelves, and was greatly in favor of classifying as far as possible any library, however small.

The Rev. Mark Pattison envied Mr. Wheatley's imaginary friend in his apparent possession of ample space, and he would be very glad to have such magnificent apartments for literature. He thought the great need in arranging a private library was that the books could be at once found when wanted.

Mr. A. I. Frost was in favor of dummy book-backs for doors, but not in bookcases; and as good examples of the former, instanced the doors of the library of the Athenæum Club. With reference to books as furniture, it may frequently be found that a very worthless volume is considered worthy a conspicuous position, if only well bound. In special collections the requirements are so different from ordinary private libraries, that all books must be rigidly placed together, and a lumber-room is not wanted.

Mr. J. Chatto was more interested in special classification, and would have preferred to learn how Mr. Wheatley arranged his extensive medical library.

Mr. J. Ashton Cross thought the great need in private libraries was ceaseless weeding. Books ought to be got rid of, and not stowed away in a *limbo* from which no infant ever emerged. A catalogue of a private library was never used. Books ought to be classified on the shelves, because it is on the shelves that they are consulted; but from Mr. Wheatley's classification he entirely dissented. By varying the arrangement and dividing sets, sometimes vertically and sometimes horizontally, space would be saved; but the great

means of saving space was to send away useless books. In a private library it is enough to aim at completeness for one's own special work, and for one's own special weaknesses.

Mr. H. Wilson said that in the previous discussion a necessary distinction was lost sight of between the library of a country family, where books will certainly be regarded in the light of furniture and outlay will not be spared for sumptuous bindings, and where mayhap spacious rooms will not be wanting, and the library of the scientific worker or literary man. In the latter ready reference is the chief need, and consequently proximity of books on similar subjects to each other a desideratum. He said that a careful measurement of books in all dimensions would enable their arrangement on the shelves to be effected without stirring from the desk, by means of a numbered plan of presses.

Mr. W. Brace drew attention to the essential difference between giving the height and fold of a book. The one may be altered several times in the existence of the volume, and the other remains always the same; and in the proposal to indicate the "size by giving the size," the word is used in two senses. If the height of a book is to be given, the form, as shown by the fold, should be mentioned likewise.

Mr. B. R. Wheatley, in reply, said that he must remind them of his first words, wherein he stated that it was a collection of desultory thoughts, based on his own experience. His remarks and recommendations were almost confined to the libraries of country gentry, and had no reference to the private town libraries of our literary men. He strongly objected to Mr. Cross's opinion as to making a frequent destructive weeding of a library. We were none of us so omniscient as to be capable of telling what books might be of use to us at any future time; and books once bought with an object, or strong desire for their possession, should not readily be parted with again, without an equally good reason for discarding them. Having been once dipped into, and some of their contents imbibed, they become a part of our mental history, and might at any time be again wanted for reference or verification. He demurred to the view of the reading use alone of a library altogether. Books were collected with many another object than that of reading them through from beginning to end and then casting them away. We should never, as librarians, come to such a lame conclusion as that there was not a justifiable love for collecting

books on a particular subject, and a real and honest pleasure in the pride and rejoicing of having that collection complete; in the search for and possession of rare or scarce books, of books with singular or amusing titles, of books bound by well-known old binders, or in the moroccoes of celebrated libraries, and in all the other phantasies (if so you like to call them) of the lover of books, to whom we perhaps owe the fact that many books are now in existence at all.

The subject of book sizes had been introduced into the discussion. He must for himself say that he was well contented with the old and long-used terms of folio, 4to, 8vo, 12mo, etc., with the simple varieties of royal and imperial to each, and thought that our present system was quite capable of regulation so as to prove serviceable enough for all ordinary purposes. He thought a table, somewhat the same as had already appeared in several numbers of the *LIBRARY JOURNAL*, might be constructed of the usual terms (as above), which could have approximate sizes attached to them, and if used by all would be quite sufficient for ordinary correctness, and thus save the whole bibliographical literature of the past from becoming, in this one particular, a dead and unknown language to the generations to come. He did not believe in the necessity for minute correctness as to sixteenths of an inch, except in the case of early and rare books and mss., for which any amount of labor or extra-descriptive correctness was quite justifiable.

COMMITTEE ON GENERAL CATALOGUE OF ENGLISH LITERATURE.

By direction of the Committee the following letter has been addressed to the Principal Librarian of the British Museum:

LIBRARY ASSOC. OF THE UNITED KINGDOM,
July 12, 1878. }

To the Principal Librarian of the British Museum.

SIR: As President of the Conference of Librarians of October last you are aware that a resolution was then passed to the effect

"That, recognizing the urgent necessity for a General Catalogue of English Literature, this Conference recommends to the Council of the Association that steps be forthwith taken to prepare such a catalogue, and leaves all details to the Council."

In pursuance of this direction the Council appointed a Committee to report on the subject to the annual meeting in next October, and

the following points have already been decided upon:

Resolved, 1. "That the General Catalogue of English Literature should consist of an alphabetical catalogue under names of authors, followed by separate class-bibliographies or subject-indexes.

"2. That it should comprehend all books printed in English, either in the United Kingdom or abroad, including pamphlets, broadsides, newspapers, periodicals, together with translations of foreign works, but not editions in foreign languages, even with brief English notes.

"3. That it should be brought down to the latest possible date."

Assuming that it would be desirable to possess and practicable to compile such a catalogue, the question next arises as to the best means to undertake it. If a complete printed Catalogue of the British Museum were in existence (and more especially one of the English books) the work of any society commencing a General Catalogue would be much simplified, and the Committee learn with great satisfaction that it is under consideration to partially remedy the want by a Catalogue of English Books down to 1640. As under any circumstances the riches of the British Museum must form the basis of a General Catalogue, they were of opinion that it would be highly undesirable to do so much of the work twice over, and they resolved in consequence:

"That the authorities of the British Museum be urged to make their proposed Catalogue of English Books down to 1640 cover the whole existing printed literature of the period, and not confine it to a list of the books in one library."

We have therefore the honor to ask the Trustees of the British Museum favorably to consider this suggestion. Should they decide to do so, the Council of the Library Association would undertake to use their organization for the supply of additional slips, prepared by librarians and private collectors on a uniform system, and thus supplementing the collection of the British Museum to insure an authoritative catalogue of the whole of English Literature down to 1640.

We are further requested to inquire whether, in the event of complete arrangements being made for the compilation of a General Catalogue of English Literature down to the latest period, the Committee appointed for this purpose could be assured of the co-operation of

the authorities of the British Museum in furnishing title-slips of all their English books.

We have the honor to be, sir,

Your faithful servants,

HENRY R. TEDDER,	} <i>Secretaries</i>
(<i>Librarian of the Athenæum Club</i>),	
ERNEST C. THOMAS,	
(<i>Late Librarian of the Oxford Union Society</i>),	

The following reply has been received:

BRITISH MUSEUM, August 2, 1878.

To the Secretaries of the Library Association of the United Kingdom.

GENTLEMEN: I have had the honor to lay before the Trustees of the British Museum the letter which, on the part of the Library Association of the United Kingdom, you addressed to me on the 12th ult.; and I have been directed to acquaint you, for the information of the Library Association, that the Trustees feel that they must decline to take any part in the preparation of a General Catalogue of English Literature.

I have the honor to be, gentlemen,

Your obedient servant,

J. WINTER JONES, "
Principal Librarian.

At their meeting on August 2d, the Committee resolved to draw up a code of rules for compiling the proposed Catalogue, based upon those of the British Museum, of Mr. Cutter, and of the American Library Association.

THE OXFORD CONFERENCE.

The circular printed below has been issued by the Association to between 800 and 900 libraries; encouraging replies have already been received. The Conference promises to be a remarkable success, the Council having received offers of some interesting papers to be read. The Rev. H. O. Coxe, Bodleian's librarian, will receive the Association on Monday or Tuesday evening (probably at Corpus Hall), and Dr. Adams will invite the members to meet him on one evening at his library in the museum.

July, 1878.

DEAR SIR: Founded at the Conference of Librarians held in London, October, 1877, the Library Association of the United Kingdom will hold its first Annual Meeting at Oxford, in the rooms of the Oxford Union Society, on the 1st, 2d, and 3d of October next. The Bodleian, the Radcliffe, the many College and Special Libraries, together with the varied attrac-

tions of Oxford must render the meeting peculiarly instructive and interesting.

Should you not yet have joined the Association, you are invited to do so at once, in order that the Council may complete their arrangements, and we hope you may be able to induce others to join as well. The first year's subscription (10s. 6d.) covering this meeting, should be sent to Mr. Robert Harrison, London Library, 12 St. James' Square, S.W.

The Council invite early offers of papers upon any point of library science on which novel or important suggestions can be made.

Besides the papers read and the various discussions thereon, the business to be transacted will include a report of the Council on the work of the Association during the year; the Metropolitan Free Libraries Committee will give an account of their labors; the Committee on Poole's Index will show what has been done by English Librarians to co-operate in a new edition; and the Report of the Committee on a New General Catalogue of English Literature will be submitted for thorough criticism. It has been suggested that the Report of the recent Royal Commission on Copyright might be profitably discussed from the librarians' point of view.

A register of lodgings will enable members to secure comfort with economy in their arrangements for a visit to Oxford.

If you decide to join the Association you are requested to fill up the accompanying form* with any questions you may wish answered on points of librarianship, and return it as soon as possible to either of us. These questions will be arranged in a volume to lie on the table at the meeting, answers may be inserted by any member present, and the form will be returned to you.

An early reply to say whether you intend to come to the meeting will greatly oblige,

Yours faithfully,

HENRY R. TEDDER,
*Librarian of the Athenæum Club,
Pall Mall, S. W.,*

ERNEST C. THOMAS,
*(Late Librarian of the Oxford Union Society),
13 South Square, Gray's Inn, W.C.,*

Secre-
taries.

* LIBRARY NOTES AND QUERIES.

NAME.	ADDRESS.
QUESTIONS.	ANSWERS.

VOL. III., No. 6.

LIBRARY STATISTICS.

The following circulars, which explain themselves, were enclosed with the Oxford invitation:

As the collection of statistics is one of the most useful objects to be promoted by the Association of Librarians you will greatly oblige us by answering all or any of the following queries and returning the leaf, with a copy of your last report and any other publication, to

HENRY R. TEDDER,
Or ERNEST C. THOMAS.

1. Name and address of the Library. If any branches.
2. Free or subscription (amount).
3. General character of the Library.
4. Names of the librarians.
5. Date of establishment and references for its history.
6. Total number of volumes and number of yearly additions.
7. Yearly circulation; number of readers or subscribers.
8. Annual income and expenditure. Endowment, if any. Salaries of librarians (optional).
9. Days and hours of admission. Limit of age, if any.
10. What catalogues are used? Print or ms.?
11. Library buildings and appliances, when noteworthy.
12. Bibliographical or other curiosities.

Parochial Libraries.

July, 1878.

REVEREND SIR: The Council of the Library Association have had under consideration the existence in many places in England and Wales of old Parochial Libraries, the subject having been broached during the recent Conference of Librarians in the President's Address and in a letter of the Ven. Archdeacon Allen. Many of these Libraries are valuable, and it is important that all should be better known, and the Council think that the publication of authentic information with regard to them would be a public benefit. The Council are also desirous of obtaining similar information as to the old Libraries attached to many endowed Grammar Schools. Any information you can furnish on these subjects will be gratefully received, and may be sent to Mr. T. W. Shore, Secretary

of the Hartley Institution, Southampton, who has kindly undertaken to conduct this inquiry on behalf of the Association.

We are, yours faithfully,

HENRY R. TEDDER, } *Joint*
ERNEST C. THOMAS, } *Secretaries.*

Will you kindly answer these questions and return the leaf to Mr. Thomas W. Shore, Secretary of the Hartley Institution, Southampton:

1. What Parochial Libraries are there in your Archdeaconry, with the dates of their establishment?
2. Number of the volumes and character of the collections?
3. What catalogues exist?
4. Where and by whom are the books kept?
5. What is their general condition?
6. Name of any Grammar School having an old Library, with the name of the person from whom information can be obtained?

THE INDEX SOCIETY.

RULES FOR OBTAINING UNIFORMITY IN THE INDEXES OF BOOKS.

THE following are the revised rules for indexing, prepared by Mr. H. B. Wheatley for the Index Society. The author will be gratified if their early appearance in the JOURNAL provokes full discussion of their merits and defects. Free criticism and suggestions are invited.

1. Every work should have one Index for the whole set, and not an Index to each volume.
2. Indexes to be arranged in Alphabetical Order—proper names and subjects being united in *one* alphabet. An Introduction, containing some indication of the classification of the contents of the book indexed, to be prefixed.
3. The entries to be arranged according to the order of the English Alphabet. I and J, and U and V to be kept distinct.
4. Headings consisting of two or more distinct words are not to be treated as integral portions of one word, thus the arrangement should be:

Grave, John,	} not	Grave at Kherson.
Grave at Kherson		Grave, John.
Grave of Hope		Gravelot.
Grave Thoughts		Grave of Hope.
Gravelot		Gravesend.
Gravesend		Grave Thoughts.

5. Proper Names of foreigners to be alphabetically arranged under the prefixes

Dal. as *Dal Sie.*
Del. " *Del Rio.*
Della. " *Della Casa.*
Des. " *Des Cloiseaux.*
Du. " *Du Bois.*
Le. " *Le Sage.*
La. " *La Condamine.*

but not under the prefixes

D' as *Abbadie* not *D' Abbadie.*
Da. " *Silva* " *Da Silva.*
De. " *La Place* " *De La Place.*
Von. " *Humboldt* " *Von Humboldt.*
Van. " *Beneden* " *Van Beneden.*

It is an acknowledged principle that when the prefix is a preposition it is to be rejected, but when an article it is to be retained. When, however, as in the case of the French *Du*, *Des*, the two are joined, it is necessary to retain the preposition. This also applies to the case of the Italian *Della*, which is often rejected by cataloguers. English Names are, however, to be arranged under the prefixes *De*, *Dela*, *Van*, etc., as *De Quincey*, *Delabeche*, *Van Mildert*, because these prefixes are meaningless in English and form an integral part of the name.

6. Proper Names, with the prefix *St.*, as *St. Albans*, *St. John*, to be arranged in the alphabet as if written in full *Saint*. When the word *Saint* represents a ceremonial title, as in the case of *St. Alban*, *St. Giles*, and *St. Augustine*, these names to be arranged under the letters A and G respectively; but the places *St. Albans*, *St. Giles's*, and *St. Augustine's*, will be found under the prefix *Saint*. The prefixes *M'* and *Mc* to be arranged as if written in full *Mac*.

7. Peers to be arranged under their titles, by which only in most cases they are known, and not under their family names, except in such a case as *Horace Walpole*, who is almost unknown by his title of *Earl of Orford*, which came to him late in life. Bishops, Deans, etc., to be always under their family names.

8. Foreign compound names to be arranged under the first name, as *Lacaze Duthiers*, English compound names under the last, except in such cases as *Royston-Pigott*, where the final name is a true surname. The first name in a foreign compound is, as a rule, the surname, but the first name in an English compound is usually a mere Christian name.

9. An adjective frequently to be preferred to a substantive as a catch-word, for instance,

when it contains the point of the compounds, as *Alimentary Canal*, *English History*. Also when the compound forms a distinctive name, as *Soane Museum*.

10. The entries to be as short as is consistent with intelligibility, but the insertion of names without *specification of the cause of reference* to be avoided, except in particular cases. The extent of the references, when more than one page, to be marked by giving the first and last pages.

11. Short entries to be repeated under such headings as are likely to be required, in place of a too frequent use of cross-references. These references, however, to be made from cognate headings, as *Cerebral* to *Brain* and *vice versa*, when the subject-matter is different.

12. In the case of Journals and Transactions brief abstracts of the contents of the several articles or papers to be drawn up and arranged in the alphabetical index under the heading of the article.

13. Authorities quoted or referred to in a book to be indexed under each author's name, the titles of his works being separately set out, and the word "quoted" added in italics.

14. When the indexed page is large, or contains long lists of names, it is to be divided into four sections, referred to respectively as *a, b, c, d*; thus if a page contains 64 lines, 1-16 will be *a*, 17-32 *b*, 33-48 *c*, 49-64 *d*. If in double columns, the page is still to be divided into four: *a* and *b* forming the upper and lower halves of the first column, and *c* and *d* the upper and lower halves of the second column.

15. When a work is in more than one volume, the number of the volume is to be specified by small roman numerals. In the case of long sets, such as the *Gentleman's Magazine*, a special Arabic numeral for indicating the volume, distinct from the page numeral, may be employed with advantage.

16. Entries which refer to complete chapters or distinct papers to be printed in small capitals.

17. Headings to be printed in a marked type. A dash, instead of indentation, to be used as a mark of repetition. The dash to be kept for entries exactly similar, and the word to be repeated when the second differs in any way from the first. The proper name to be repeated when that of a different person. In the case of joint authors, the Christian names or initials of the first, whose surname is arranged

in the alphabet to be in parentheses, but the Christian names of the second to be in the natural order, as *Smith* (John) and *Alexander Brown*, not *Smith* (John) and *Brown* (Alexander).

The above rules do not apply to Subject Indexes, and in certain cases may need modification in accordance with the special character of the work to be indexed. In all cases specimens of the index must be seen by the committee before it is finally put in hand.

LONDON, August, 1878.

THE DETERIORATION OF BINDINGS.

THE following letter from Prof. Gibbs, of Harvard University, will greatly interest all the older libraries which have suffered from crumbling binding. The discussions of this subject at the Conference should also be consulted (see v. 1, p. 124):

NEWPORT, August 5, 1878.

MY DEAR SIR: You will remember that some time since I made an examination of the binding of books in the Public Library supposed to be injured by the products of the combustion of coal-gas. I arrived at the conclusion that there was no sufficient evidence to show that such was the case. I have since made a careful examination of books in the Athenæum, College and Astor Libraries, and have found precisely the same state of things. You are aware that gas has never been used in the College and Astor Libraries at all, and that in that of the Boston Athenæum gas is largely used in the reading-room, but not in the library proper. I find in each a large number of old books bound in calf which presented the same appearance as those which I saw at the Public Library. These were *all old books and all bound in calf*. Mr. Wilson, binder to Little & Brown, and a man of large experience, told me that he was satisfied that the trouble was in the tanning of the leather and not in the action of gas, the older kinds of leather used by binders being of poor quality and badly tanned. I analyzed a number of samples of the leather in my own laboratory and find no free acid whatever. On the whole, therefore, I see no reason to change my opinion in the matter.

Very truly yours,

WOLCOTT GIBBS.

W. W. GREENOUGH, Esq.

SYSTEMS OF CHARGING LOANS, AND
AN IMPROVED SLIP-CASE.

AMONG the various appliances and methods employed in library work throughout the country, there are probably none which exhibit so great a variety of form and arrangement as the record of loans by either ledger, card or slip. The collection of these forms on file in the Bibliothecal Museum in Boston is sufficient evidence of the unfailing ingenuity of librarians in inventing methods for their work. Before entering on the subject of this article, it may be well to examine a few of the devices in general use. The cheapest record of books loaned is undoubtedly the ordinary ledger in which a portion of a page is assigned to each borrower headed with his name and registration number, in which account loans are charged and checked off when books are returned. The borrower's card should have his page number inscribed on it in place of the usual registration. This method enables the good natured librarian to make selections for his lazy constituents of books they have not read, but on the other hand overdue books are not readily detected, nor is it easy to obtain statistics of the use of the library. It will, however, serve very well the purpose of a small library when the circulation does not exceed 20,000 per annum and where close economy is a necessity.

The ledger form is also used by keeping on file cards (12½x15 cm.) suitably ruled and headed for each book in the library. These are kept in a case or drawer in order of book numbers, and divided at intervals by guide boards similar to the card catalogue. By this arrangement you can readily see the number of issues of each book and who borrowed it, but it is impracticable to ascertain what books are overdue or the character of the circulation. This plan required for a library of 10,000 v. a space of 135x60 cm. on the desk, and finally outgrew the space assigned to it.

The most expensive method of keeping the record of loans is probably the printed slip (7½x12½ cm.), which is usually covered with instructions and warnings to borrowers and with blank spaces to be filled in with address of the applicant and book numbers. These slips are estimated to cost from 40c. to \$1.00 per thousand according to number printed. The borrower having written on the slip his address with a selection of numbers, hands it to the librarian with his card. This card shows his

registration number and name, with dates of previous loans and returns. If a book is secured its number is written on the top margin of the slip which is retained by the librarian, and the borrower thus loses a list of numbers that may have cost him some trouble in the selection. The slips of each day's deliveries are arranged by either classes or shelves and divided by class-cards, the whole being kept as a pack in the slip case and the slips withdrawn as books are returned. Date blocks separate the packs, and when the series reaches thirteen in number, we have in the oldest the slips showing the books that have been out over fourteen days (since two Sundays must be included). The process of cancelling a loan is to note on the back of the borrower's card the date on which it was taken, go to the pack containing the slips for that day, turn to the class in which the book belongs, find and withdraw the slip, and stamp the date of return upon it and also upon the back of the card.

In place of the printed slips many librarians are now using blank call slips (5x5 or 5x7½ cm.) furnished by the Supply Dep't. (See *JOURNAL* v. 3, p. 35.) In public libraries these are filled out by the librarian, with the book number at the top and the registration number of the applicant underneath. The borrower in this case uses one side of his card for the numbers of books wanted, and on the reverse the date of loan and return are stamped.

In the College Library at Amherst the reader uses a slip 5 cm. square, writes upon it the number of the book desired, his name and class year. These slips are distributed, like type in a printer's case, into a slip-box, divided into ten columns of ten boxes each, thus giving a space to each division of the Amherst classification. This case being placed at an angle of 30° with the desk, each package of slips rises above the one below, and is easily distinguished by the book number on the front slip. This arrangement will suit any library that does not insist on books being returned on the expiration of the loan limit, and will no doubt be found to incur the least expense of any system where loans are charged on slips and also the least time in finding the slip of a book when returned.

It is a very general rule in public libraries to send immediate notice to the borrower of the detention of a book over the time allowed, and to accomplish this it is necessary that the slips of each day's circulation be kept together, and in

using the Amherst plan of classifying the slips I propose also to comply with this condition in the following manner: For each day's circulation a tin box $31\frac{1}{2}$ cm. long, $5\frac{1}{2}$ cm. wide, and 3 cm. deep with partitions $1\frac{1}{2}$ cm. apart, provides ample spaces for subdividing a circulation not exceeding 600 v. per day into nineteen divisions (the number in our library.) A wooden frame 90 x 36 cm. holds fourteen of these boxes which slide freely from right to left as new boxes are filled daily. A movable date is affixed to the lower end of the box when it starts on its trip through the frame. Slips are arranged in the boxes from front to back by subjects or classes. The chief advantage in the adoption of this arrangement is the facility with which slips can be found by either dates or subjects. When books are coming in rapidly several attendants can divide the slip-boxes by dates and remove the slips as fast as the attendants who receive them can stamp the cards, collect fines and separate the books. There is another consideration: the librarian can see at a glance across the case marked changes occurring in the character of the circulation. The above plan is recommended for the economy of the slip used (5×5 cm.) and the facility of recording and cancelling loans. F. JACKSON.

THE AMHERST CLASSIFICATION.

THE number of libraries, public and private, that have adopted this scheme, and the very large number of inquiries and suggestions constantly coming to the author, have made it necessary to break the intentional silence of the JOURNAL on this subject. It is no longer possible to attend to these many demands by correspondence, and it often happens that much labor and ingenuity are wasted through lack of a few words of caution or explanation. The part of the author in organizing the first conference and establishing the JOURNAL, made him specially sensitive to any thing that could be construed into a personal motive for the work done, and he therefore carefully kept in the background every thing pertaining to his system. Its growth in popular favor has been entirely without his effort or attention; and in some suggestions and results of experience in making and using the classification and subject index, in preparation by him for succeeding JOURNALS, the entire subject will be treated as if it were the work of another. The article or articles will be written simply be-

cause there is a demand for them from a considerable number of readers and supporters, and because it is thought that no little labor will be saved to other librarians by giving them the results of three years' constant experiment in one of the most important branches of library economy. In fact, there are several articles and communications now pigeon holed in the JOURNAL office, which are nothing more than partial repetitions of these experiments, in which the same ground has been traversed by others who have reached the same results as far as they have gone. Limited space will make it necessary to supplement rather than duplicate the matter on the same subject published in Chap. 28 of the Government Report.

The author desires with this announcement to distinctly express his conviction that any efforts towards improvement in this important particular of classification will be infinitely more fruitful if directed towards greater uniformity in the use of the different libraries and catalogues rather than towards an impossible ideal set up by one person, accepted by no other, and never realized by the author. Long study of the subject makes it clear that a classification satisfactory in *theory* is, in the nature of things, an impossibility, and that a scheme can be satisfactory in *use* only to those who realize these inherent difficulties and are satisfied because of their knowledge that a plan free from annoying difficulties is wholly unattainable. Until the mind of every author runs in the same grooves, and these the ones laid down by the classifier, the books will in their nature present a certain number of unsolvable problems in classification. Combine in one the philosophic merits and logical consistencies of all the hundreds of schemes that have thus far been proposed, and there will still be found books that must be taken entirely to pieces if they are satisfactorily assigned to proper categories. A very little study of the subject will convince any doubter of the impossibility of making a scheme free from defects. It therefore seems wiser to attempt something possible and practical, like greater uniformity in shelves and in catalogs, and the author of the Amherst system begs leave to say to all interested that his desire for such practical results is much greater than his gratification at any merits found in his own plan, and that therefore he would gladly forget his own and unite on any other system that should win general approval as the best. The "Suggestions" will,

therefore, be offered as a contribution to the solution of this practical question rather than as directions to the users of the Amherst scheme, though for convenience they will be based on that as a text, and will be most applicable and interesting to those employing that plan in any of its various applications.

An early JOURNAL will contain the "Suggestions," and questions or notes of any kind serviceable in making the article practically useful are requested. Those using the Amherst plan are specially invited to send in brief notes of their difficulties, with any suggestions of their own. With these before him, the author can more easily explain the reason of the present plan, or acknowledge his mistake in adopting it. Any thing of the kind addressed to P. O. 260, Boston, will receive prompt attention.

MELVIL DEWEY.

A PUBLIC SCHOOL LIBRARY AT WORCESTER, MASS.

EARLY in the year a committee was appointed to consider and report a plan for the enlargement and use of the educational library, which is accumulating in the office of the Superintendent of Schools, for the use of teachers and members of the School Board. The library has been catalogued and a few additions have been made. The following among other rules were adopted:

The "Worcester Public School Library" shall be for the exclusive use and benefit of the members of the School Board of the city of Worcester, and of the teachers of the Public Schools of said city.

The Superintendent of Public Schools shall be the librarian, and shall be responsible for all property belonging to the library.

The library shall be open whenever the office of the Superintendent of Public Schools is open.

Not more than one book shall be taken from the library at a time by one person, nor kept for a longer period than two weeks. Persons detaining a book beyond this time shall be charged a fine of two cents a day for the same.

The librarian may make such exchange of duplicates as shall be for the best interest of the library.

The Standing Committee on Books and Apparatus shall have charge of the Public School Library, and all other matter connected therewith.

By the accumulation of the text-books deposited for examination by publishers, by the files of

educational publications, by the school reports received in exchange, and by standard educational works added as needed, the library will be increased at a nominal expense from year to year, and teachers, through this opportunity, can become "better acquainted with the science of pedagogics, in its history and development, to their own profit, and to the advantage of the schools. New members of future school boards, also, who have not been connected with education since they left school, will here have the means of becoming acquainted with educational methods and progress."

BIBLIOGRAPHY.

EDITED BY CHARLES A. CUTTER.

1. NOTICES.

INDEPENDENT ORDER OF ODD FELLOWS, *Balt.*
Catalogue of the library. *Balt.*, 1877. 14
+ 172 p. O.

A classified catalogue of a Library established in 1840, and containing nearly 12,000 volumes. It is stated that there has been no regular system followed, some of the classes having been catalogued by subjects, some by titles, some by authors, and some by means of a catchword reference.

It is to be feared that this catalogue will often prove a hindrance rather than a help to the reader, unless he is gifted with a mind philosophical enough to grasp a system of classification which is, to say the least, puzzling. It will not be easily understood why out of the first twenty subjects mentioned in the index under the first class, seven only appear among the titles, or why Conundrums should be entered under Arts and Science, and Celibacy under *Belle lettres* [*sic*], when there are no works on these subjects to be found under those divisions.

Graver fault might be found with the classification, were it not the expressed desire of the compilers that it should be protected from "carping criticism," as being, in their view, presented in a form which must enable any one to obtain a book without trouble or delay, and which must commend itself to every intelligent mind.

Webster and Calhoun would be surprised to find themselves regarded by posterity as "*belle lettres*" writers. Cicero might object to being called "*Ciceronis*," and Demosthenes might not feel at home with Jennie June and Olive Logan. Nor has greater regard been shown to

the feelings of the living, when Guyot, with his "Earth and Man," is found arm in arm with Tupper and the Country Parson. This confusion may be in part an inheritance from the early days of the Library, when "the Librarians, two for each week, were selected from the Committee, who gave their time without compensation."

J. L. W.

2. RECORD OF RECENT PUBLICATIONS.

☞ The American Philological Association, the only body in the country which can be said to be of any authority in the matter of language, has published a list of ten words in which it recommends an improved spelling. With the greater part of the list librarians have no special concern; but with regard to "catalog" I feel that we are called upon to decide whether we will slavishly follow the objectionable orthography of the past, or will make an effort, at a time when there is every chance of its being successful, to effect some improvement. In this case the responsibility lies upon catalogers. The proper persons to introduce new forms of technical words are those artisans who have most to do with them. I shall therefore in the following notes (except when quoting) omit the superfluous French *us*. I am well aware that the unwonted appearance of the word will be distasteful for a time to many readers, including myself; but the advantages of the shorter form are enough to compensate for the temporary annoyance. To bibliographers, who are accustomed to the German Katalog, the effort to get used to Catalog should be hardly perceptible.

C. A. C.

A. Library economy, history, and reports.

AXON, W. E. A. A glance at the Westminster Free Library. From the Brit. architect, Sept. 21, 1877. Manchester, *n. d.* 4 p. D.

BOSTON PUB. LIB. 26th ann. rep. *n. p.*, 1878. 66 p. O.

Added, 33,724 v., 15,554 p., of which 21,206 v. were given; total v. in use, 329,892; issued, 1,183,991; 371,693 readers furnished with 471,084 periodicals; in five years 15,392 v. condemned, and \$13,644 taken in fines.

Trustees' report. "An exhaustive examination by Prof. Wolcott Gibbs of Harvard University has proved that the leather became disintegrated by the atmospheric conditions inseparable from insufficient ventilation, and not from the noxious gases supposed to be generated in injurious quantities from the combustion of flame."

Report of the Examining Committee (by Rev. W. H. Cudworth). "There are books in the [Library] . . . not directly and positively beneficial, concerning which the best you can say is that they form a taste, they whet and sharpen an appetite for reading. Banish them from the Library, as some advise, and you banish their readers also. Keep them in the Library and you keep their readers also; who, with constantly improving tastes, will finally select books of unquestionable excellence and profit. Moreover, has one class of tax-payers the right of judgment and selection concerning the books which another class, or all other classes, shall peruse and ponder? In a public library can any portion of the public justly deny to all other portions the only books they are enough interested in to go after and carry home with them? The only thing to do is precisely what is done—to leave this whole question to the Superintendent

and Trustees, making them the umpires, from whose decision there shall be no appeal."

"It is recommended by this committee that the Board of Trustees solicit the City Council to petition the Legislature to give an entire square of the Back Bay lands, now belonging to the State, to the City of Boston, whereon a new building for the Public Library can be erected, which shall not only be convenient, commodious, quiet, and well ventilated, but isolated and absolutely fire-proof."

Report of the Acting Superintendent (S. A. Green). He recommends procuring for Bates Hall "two copies each of certain classes of books, one to be always found within the building, the other for circulation. Such a duplication would secure for one copy a practically unlimited existence, since the use of books within the Library exposes them to the minimum of wear and tear; and it would, in a great many cases, prevent the obvious inconvenience of a collision of interests between two users. With two copies we could have any given book always in the Library and always out of it. It is hardly necessary to point out how helpful such a provision would be in a community where books of standard merit are so frequently in popular demand."

"There seems to be room for a definitely organized method, within certain guarded limits, of systematizing the purchase of certain books—an official watch on the part of the Library on the whole field of literature, both past and current, with constant parallel reference to the condition of the Library itself. It would seek to recognize promptly any important new question, and provide not merely that something should be procured in relation to it, but that nothing important for its competent study should be omitted. And so far as may be, a similar care should be constantly maintained to supply deficiencies in the older parts of the collection. For instance, an inquiry within a few days about a subject of pressing significance, the labors of the European extreme socialist leaders, Karl Marx and Lassalle, showed that their names are not in our catalogue, and that our materials for an account of them are scanty. This watchfulness after omitted subjects and omitted books is something quite different from the ordinary routine scrutiny of catalogues and trade-lists. It calls for a constant survey over the past and present growth of the institution, with reference to its systematical development. The position and office of this Library are such as to require the services of a trained scholar in thus supervising its accessions."

[LIBRARY CO. OF PHILA.] Classification on the shelves. [Phila., 1878.] 11 p. O.

The books of this library have hitherto been arranged on the shelves in the order of their accession-numbers. The librarian took advantage of the opening of the Ridgway Branch to introduce a subject classification, and called a conference, consisting of the librarians of the Library Company, the Mercantile, and the Historical Society Libraries of Phila., and the Boston Athenæum, to consider the various methods. The plan of numbering adopted was one proposed by Mr. Smith. The six classes of the printed catalog are noted by capital vowels, A, E, I, O, U, Y, the sub-classes by lower-case italics, *a, b, c, d, etc.*, and sub-sub-classes by numbers. Thus U being History, and *v* the division France, *Uv 7* is Franco-German war. For book nos. Mr. Smith uses the accession nos. already marked on the books and printed in the catalog. The system of classification is the one used in the printed catalog, revised by Mr. Smith and his assistants since the conference. The object held in view throughout has been to get a good system both for classification and numbering with the minimum of change, and it has been very successfully attained.

MERCANTILE LIB. ASSOC. 57th ann. rep. N. Y., 1878. 39 p. O.

Added, 833 v.; sold, 1656 (duplicates, 1347, sold for \$663.36); total, 178,167; issues, 177,936 (fiction, 108,864; standard literature, 57,428; in foreign languages, 11,644); bound, 7306; covered with paper, 44,133; issues from branch library, 40,873.

[MULDER BOSGOED, D.] De bibliotheek van de Hollandsche Gemeente te Londen. n. p., [187-]. 10 p. S.

A correction of some statements of Mr. Overall in the *Athenaeum*, Aug. 5, 1875, p. 183; Mr. Bosgoed maintains that the "library was founded not in 1650, but in 1605, and not by Marie Dubois, but by Simeon Ruytink."

ODD FELLOWS' LIB. ASSOC. OF SAN FRANCISCO. 23d ann. rep., 1877-8. San Francisco, 1878. 25 p. O.

Accessions, 2153 v.; total, 32,000; issues, 104,010 (80,947 novels, "a slight falling off in the department of fiction"). "Where our additions of 2000 v. have been placed I scarcely know myself, but if he is to be considered a world's benefactor who can make two blades of grass grow where only one grew before, what must be said of the librarian who can make two books stand where only one stood before?" "I have followed with much interest the progress of many of our younger readers. . . . I know what parts of the library they most frequent. They usually apologize whenever they bring a novel to the desk to be recorded, telling the reason for their selection. All cling to the library. All acknowledge with gratitude what it has done for them. Then we have an older set, generally of the industrial class, all of whose spare moments are passed among our books. They call it their church."

STATE HISTORICAL SOCIETY OF WISCONSIN. 24th ann. rep. n. l. p. [1878.] 31 p. O.

Contains remarks on the importance of pamphlets, a sketch of donations lately made to American libraries, and a plea for state aid.

TOLEDO PUBLIC LIBRARY. 4th ann. rep. Toledo, 1878. 20 p. O.

Added, 1158 v.; total, 13,778; issues, 101,691. "The librarians are directed to use their influence with the younger portion of those who frequent the rooms in the selection of books. Their efforts are eminently successful. . . . We have made liberal use of the most complete catalogues of other cities, by checking those as were upon our shelves. The principle objection to such substitute has been that more time and patience has been required to distinguish the title of such books as we possess among the more extensive array in the larger catalogues of Boston and Chicago." [Copied exactly.] 196 fewer membership cards were lost than the previous year. "This decrease is due in great part to the system of pockets inserted in each volume for the carrying of membership cards."

WILMINGTON INST. Reports. Apr. 1878. Wilm., Del., 1878. 16 p. O.

Accessions, 303 v.; total, 12,341; circulation, 28,961.

Y. G. MEN'S CHR. ASSOC. OF N. Y. 25th ann. rep. N. Y., 1878. 91 p. O.

Added, 330 v.; total, 11,377; issues, 18,587; attendance

at reading-room, 105,637. "The Library has been open on Sunday afternoons from 2 till 7, and 752 books were issued."

Bibliothekserfahrungen.—Grenzboten, no. 7; repr. in *Börsenbl. f. d. deutsch. Buchhandel*, 45. Jahr., p. 766-68, 878-80.

Experiences of the librarian in his intercourse with the public. "From my own long library life I can vouch for the truth of the account."—J. Petscholdt.

Bibliothèque de Salins; par B. Prost.—*Cabinet hist.*, Jan.-Feb.

Les bibliothèques des Etats-Unis; par J. Vaesen. —*Polybiblion*, ptic. lit., May, June, July, 31 + 10 + 2 p.

"Who would ever have thought that after a century of existence a people could come to possess so much as appears from this report. It is true we must not look for the precious ms. and rare editions which are the pride of European libraries; it is true that the quality of the books testifies to the immaturity of the public which reads them; the greater part belongs to popular literature; but the truth is, the struggle for existence which has always been the condition of the greater part of the American people absorbs much of their time and forces; when they wish to read, it is for recreation; it is well if they seek only this recreation. They cannot appreciate fully the value of science and the higher literature; but that will come. . . . If one can find any fault with the Americans, it is not for shutting the doors against readers, but for opening them too wide. That this almost unlimited liberty of reading will produce better results than the absolute political liberty enjoyed in the United States, of which it is the natural consequence, I must be permitted to doubt. I should rather count upon the libraries of scientific societies opened only to a public who are desirous of instructing themselves, to the school libraries carefully selected and under surveillance, to ameliorate the mind of the American populace than upon these too public libraries open to every comer. . . . It remains to be seen what is the moral influence upon the people of reading taken in such strong doses."

Les bibliothèques universitaires.—L'instruction pub., May.

Comment se fonde une bibliothèque populaire en Angleterre; récit extrait de la 'Vie de village en Angleterre' [de Mad. Hollond].—*Bul. de la Soc. Franklin*, May, June. 4 + 5 p.

Congrès Bibliographique.—Journ. gén. de l'impr., Chron., 13, 20 July. 2 + 2 col.

The congress is held under the auspices of the Société Bibliographique, a society established by the clerical party, which has done some excellent bibliographical work, such as the *Polybiblion* and Franklin's "Sources de l'histoire de la France." The reviews in the *Polybiblion* have always clerical tone, and the society is now about to devote itself more actively to Catholic propagandism. The 3d section of the Congress (Bibliography properly so called) listened to a report by Léouzon-le-Duc, 'L'Index de la presse en Russie,' others by the Count de Marcy on the London Conference of Librarians, by Pawlowski on bibliographical periodicals, by Escard on bibliography and the best methods of classifying libraries, and by Pawlowski on general or national bibliogra-

phies of special subjects, and on individual bibliographical monographs.

The Congress recommended that an assembly of French librarians should be assembled at Paris next year to consult on three matters: 1. the preparation of a manual of bibliography according to a uniform system; 2. the study of the best method of ensuring the preparation of catalogs of all the public departmental libraries; 3. the creation of a chair of bibliography at the Bibliothèque National. It also recommended the establishment of circulating libraries in the departments, and especially of one under the care of the Société Bibliographique.

Die deutschen Büchersammlungen als Ganzes.—Im neuen Reich, Lpz., no. 23, p. 903-7.

Proposes a bureau where German scholars could obtain works from any of the German libraries, instead of having to visit them personally at considerable cost of time and money.

Post-graduate reading.—N. E. jour. of educ. June 6. 2 col.

"After our boys and girls graduate from high-school there comes a period of severe and usually damaging trial [as to] growth in mental strength and culture. The boys do not really read anything because they are 'expecting something to do soon.' The girls 'don't know what to read,' and besides they are 'so busy.' They become patrons of the public library and read the current set of popular novels. The stimulus of competition or the wholesome pressure of school disciplining no longer urges them. What is wanted is a course of reading supplementary to the high-school course of study, not too exacting or technical, but yet definite and valuable. It should be part of the course. What books should be prescribed in each community would largely depend upon the condition of its public and private libraries." A list is then given of 12 books each for a first and second year's course, with the following notice supposed to be published by the Board of Education: "Graduates who propose to undertake this reading will be enrolled by the principal of the high-school. At the end of each school term the principal shall enter upon his record the books read during the term by each person enrolled. The labor and faithfulness of those who complete the course will be appropriately recognized by the Board." An excellent scheme, in which it is easy to see how the librarian could co-operate. He could do still more if another feature were added to the plan, making it more elastic. Some provision ought to be made, corresponding to the electives in college, by which a graduate, instead of reading through all the rather varied books in the list, could, if he preferred, follow out more thoroughly the course of study suggested by one of them. The main thing is of course that he should read something studiously. In pursuing this collateral reading a competent librarian might be able to give him even more assistance than the teacher, and if in this way he passed gradually and naturally from being a learner at school to being an investigator in the library, so much the better.

The Public Library; the scope of retrenchment; fault found.—Boston d. Globe, Aug. 4. 1½ col.

Studien üb. die Bibliotheken in d. Armee, speciell bei den Truppen.—N. Militär Blät., v. 12, p. 193-208, 297-308, 393-409.

Calls for a reorganization of regimental libraries.

VOL. III., No. 6.

Vente d'une bibliothèque du 15e siècle.—Bul. du bibliophile, Jan.-Feb.

Une vieille bibliothèque bourguignonne, par le baron R. Portalis.—Bul. du bibliophile, March-Apr.

R. Library catalogs and cataloging.

BIGELOW FREE PUBLIC LIB. OF CLINTON. 2d suppl. to catalogue, Clinton, 1878. 112 p. O.

BOSTON PUB. LIB. Bulletin no. 46. July, 1878. n.t.p. 1. 8°. p. 349-388.

The Check-list for Amer. local hist. is continued, and the Hist. of mental philos. The chief new matter is a list of works on Trees and forests, another on the Eastern question, and a list of Works of art belonging to the library.

HJALTALIN, JON A. Conf. of Lib., Oct. 1877: remarks on rules for an alphabetical catalogue [and extr. fr. the 'Proceedings' on the progress and expense of printing the catalogue of the Advocates' Lib. London,] 1878. 23 p. sq. T.

HAMBURG. STADTBIBLIOTHEK. Catalog der Handschriften. 1. Bd. Hamburg, O. Meissner, 1878. 20 + 220 p. 8°. 6. m.

With a second title: Catalog der hebräischen Handschriften in der Stadtbibliothek zu Hamburg u. der sich anschliessenden in anderen Sprachen; von Mor. Steinschneider.

Petzholdt says that no better editor could have been chosen for the catalog, although his distance from the mss. (he lives, it appears, in Berlin) must have thrown some hindrances in his way.

THE LIBRARIAN. Vol. 1, nos. 1-3. Phila., Aug. 3, 1878. 4 p. 28.2 x 18.5 cm.

Weekly; \$1. a year; to subscribers to the Mercantile Lib., Franklin Inst., and Phila. Lib. Co., 50 cts., single copies 3 cts. Contains official lists of books received at these three lib., single line titles, without imprints or notes, and with the book nos. No. 2 quotes from Victor Hugo's address before the late International Literary Congress, "You take pride in your cities, you want to be safe in your homes, you are preoccupied with the danger of leaving the street obscure; you should dream of a greater danger,—leaving the human soul obscure. Intellectuals are open roads, they have visitors well or evil intentioned; they may have fatal visitors. Make daylight everywhere; do not leave in the human intellect those gloomy corners which may hold superstition, where falsehood may lie in ambush. To think of lighting the streets is right; but let us think also, and above all, of lighting the minds."

REMONSTRANTSCHIE GEMEENTE, Amsterdam. Catalogus der boeken en handschriften van de Bibliotheek [door Joannes Tideman]. Amst., Rogge, 1878. 4 l. + 121 p. 8°. 1.50 fl.

U. S. LIB. OF THE SURGEON GENERAL'S OFFICE. Abbreviations of titles of medical

periodicals to be used in the subject-catalogue. Wash., 1878. 4 + [1] $\frac{1}{2}$ 96 p. 1. O.

The abbrev. are given in one col. and the full titles opposite, so that this amounts in fact to a catalog of the journal and transactions in the Library, except those devoted exclusively to Chemistry, Pharmacy, Veterinary medicine, and Dentistry. "The abbreviations are prepared as far as possible in accordance with the following principles: 1. To follow the exact order of the words of the title. 2. To make them as brief as is consistent with clearness to those who are familiar with medical literature. 3. To follow strictly the orthographical usages of each language. This disposes of the question of capitalization. 4. To attain uniformity." The list will make all librarians and all studious physicians who see it long for a liberal-minded Congress.

UNIVERSITÉ DE LIÈGE. BIBLIOTHÈQUE. Catalogue des mss. Liège, 1878. 589 p. + 3 pl. 8°.

Catalogue d'une bibliothèque du 15^e siècle, par le baron Ernout. — *Bul. du bibliophile*, Jan.-Feb. 7 p.

C. Bibliography.

KASTNER, Emerich. Wagner-Catalog; chronol. Verzeichnis d. v. u. üb. R; Wagner ersch. Schriften, Musikwerke, etc., nebst biog. Notizen. Offenbach a. M., André, 1878. 11 + 140 p. 8°. With Wagner's portrait.

An exhaustive list by "a Wagner enthusiast of the purest water."

LABITTE, Adolphe. Ma librairie; livres en vente. Paris, 1877-78. 8°.

Nos. 5, 6 mai 1878 contain an article by Em. Paul on Gabriel Peignot (p. i-xix) and a bibliography of Peignot (p. 411-21).

Bibliography of archery; by Fred. W. Foster. *Notes and q.*, Apr. 27-May 18. 3 + 2 $\frac{1}{2}$ col.

"He reserves the works relating to the Robin Hood and William Tell group of mytho-historical tales for separate lists."

Livres armoriés [6n]. — *Bul. du bouquiniste*, no. 490.

Monographie des éds. des Lettres provinciales de Pascal; par J. H. Basse. — *Suppl. of Bul. du biblioph.*, March-Apr. 2 l. + 72 p., 214 nos.

D. Indexes.

ALLGEMEINES Journal-Repertorium, hrsg. v. Gust. A. Seyler. Berlin, Seyler, 1878. 8°. 2 m. a quarter. Jahrg. 1, Apr. 1878—Mar. 1879.

One sheet weekly. Will give "a systematic view of the chief articles of a permanent value in periodicals and collections."

The Camden Society announces the early publication of a general index of the 1st series of its publications (105 v.). Mr. Gough has spent some years in its compilation.

PSEUDONYMS AND ANONYMS.

EDITED BY JAMES L. WHITNEY.

This department of the JOURNAL will contain the latest discoveries in regard to the authors of anonymous and pseudonymous books. Contributions are invited from all interested in making this list as complete and valuable as possible.

PSEUDONYMS.

Anna Édiane. — The stories of Mlle. Zénaide Marie Anne Fleuriot, who has written under the above pseudonym (her first Christian name reversed), have found great favor among French readers. They are healthy in tone and especially adapted to the young.

Elijer Goff. — This is the *nom de plume* of Mr. William Dawes, architect, of Manchester, author of several humorous books and sketches. — *W: E. A. A.*

Hieronymus Lorm. — Heinrich Landesmann is publishing in *Ueber Land und Meer* a story entitled "High-life in der Vorstadt."

B. M. — "Ezekiel and other poems" (Edinb., 1872). — Barbara Miller, now Mrs. Macandrew.

Eugène Martin. — Jacques Renier. — *Saint Patrice*. — These are the pseudonyms respectively of the baron De Vaux, Mme. Émilie Paton, and the baron James Harden-Hickey. — *L'Intermédiaire*.

Grace Ramsay. — "Alva's dream" was written by Miss Kathleen O'Meara, a relative of Barry Edward O'Meara, Napoleon's physician and biographer at St. Helena. — *E. C. A.*

Saxe Holm. — The publication of the second series of the *Stories of Saxe Holm* has started again the discussion in regard to the author's true name, which still remains undiscovered.

Hesba Stretton. — The author of "Jessica's first prayer" (London, Religious Tract Society) is Miss S. Smith. — *A. D. W.*

In the catalogue of the Advocates' Library the name is given Hannah Smith. Which is the correct form?

Kate Thorne. — The author of "Nelly's teachers" (Edinb., 1876) is Miss Louisa M. Gray. Her first work, "Ada and Gerty" (Edinb., 1874), was issued under her real name. — *A. D. W.*

Trebla Revorg. — "Monkey versus man. A case not hitherto reported" (London, 1878). The author's name is reversed, and is Albert

Grover. See *Bookseller* (Lond.), May 3, 1878, p. 399.—*W. E. A. A.*

Ubique.—Parker Gillmore, generally known as "Ubique," from the wide range of his travels, has recently published "The Great Thirst-Land, a ride through Natal, Orange Free State, Transvaal, and Kalahari Desert."

ANONYMOUS WORKS.

The China-hunters' club. By the youngest member (N. Y., 1878).—Annie T. Slosson.

Contagious diseases and the insufficiency of the measures adopted for their prevention (London: printed for the author). [1878.] The author of this pamphlet is the Rev. E. Wyatt-Edgell, late a vice-president of the Statistical Society.

Electra, Rockingham, and Love and ambition (London, 1851, etc.) are by the comte de Jarnac.—*Athenæum*.

The Englishman's illustrated guide-book to the United States and Canada (5th edition, London, 1878).—Montgomery Gibbs.

Hilda among the broken gods. By the author of Orlig Grange, "Borland Hall" (Glasgow, 1878), is by the Rev. Walter C. Smith, Free High Church, Edinburgh.—*A. D. W.*

Oxiane, ou la révolution de Saint-Domingue (Paris, 1826, 3v.).—M. Barthe, Professeur de belles-lettres à l'École militaire de Saint-Cyr.—*L'Intermédiaire*.

Purchase in the church, etc. By "Promotion by merit." Letters reprinted from the *Manchester Examiner* (Manchester, 1878).—William Angus.—*C. W. S.*

Six to one; a Nantucket idyl (N. Y., 1878).—Edward Bellamy.

NOTES.

We are glad to state that the Rev. John Laing, of Edinburgh, has now finished his dictionary of anonymous and pseudonymous literature of Great Britain, chiefly according to the general catalogue of the Bodleian Library. Mr. Laing's work will also contain the full names of the authors whose initials only occur on their title-pages. We understand that there will be no less than 20,000 entries. Mr. Laing will have at his disposal the slips of the late Mr. Samuel Halkett, Keeper of the Advocates' Library of Edinburgh.—*Athenæum*.

GENERAL NOTES.

UNITED STATES.

BOSTON PUBLIC LIBRARY.—A much-discussed question was settled August 26th by the election of the Hon. Meilen Chamberlain, Chief Justice of the Boston Municipal Court, to the librarianship, as they now term the Superintendent's post vacated just a year ago by Prof. Winsor. Judge Chamberlain was born June 4th, 1821, at Pembroke, N. H. He graduated at Dartmouth in 1844, and entered the Dane Law School at Cambridge, where he acted as librarian during his course. Graduating in 1848, he began the practice of law in Boston. In politics he was a Whig, but on the formation of the Republican party joined it, and was elected to the State Legislature in 1858 and again in '59. In 1863 and '64 the First Suffolk District sent him to the State Senate. He was appointed in 1866 Associate Justice of the Boston Municipal Court, and in 1871 Chief Justice of the same Court, succeeding Judge Bacon, appointed to the Superior Court. The experience in the law school would hardly count much, and it is the executive ability expected from Judge Chamberlain that makes his friends confident of a successful librarianship. Certainly he has the finest opportunity in the library world, and we shall hope for much good work from him. We extend to our new co-worker the heartiest sympathy and the most cordial welcome to our profession. He enters upon his duties October 1st, the date on which Mr. Winsor's resignation took effect last year.

INDIANAPOLIS PUBLIC LIBRARY.—We regret to note that Mr. Chas. Evans, known to those present at the two conferences as one of the most active and useful workers in the A. L. A., has failed to secure his re-election to the librarianship of the Indianapolis Public Library. Mr. Evans has been among librarians one of the most popular of their number, and has made his library, in many respects, one of the most favorably known in the country. It is stated that the Library Committee favored his re-election, but that he failed of the necessary ballots in the final vote before the General Board of Commissioners of Schools. His successor is Mr. Albert B. Yohn, to whom the position was offered by the Board. Mr. Yohn has been a member of a prominent bookselling firm in Indianapolis, and his enterprising work in trade bibliography has shown his capacity for one part of the librarian's labors. If he prove to have

the administrative ability to continue successfully the other features of Mr. Evans' work, and if some important library less well organized shall secure the experience of the latter gentleman, the result may prove satisfactory on all sides. We welcome the one into the profession, and trust shortly to hear from Mr. Evans in a new field of library labor.

MISSOURI UNIVERSITY.—Not a day of the last year failed to bring calls for needed books not in the library. Scott Hayes, the librarian, urges the necessity of buying more books and getting a fire proof building, in place of the present room over the chapel, in danger of destruction by fire. They have now 10,824 v. and 10,336 pam., and he believes, and rightly, that active efforts to help themselves would bring aid from friends of the University.

NEW ORLEANS MERC. LIB. ASSOC.—A number of gentlemen of New Orleans are about to organize a Mercantile Library Association. Several of those interested in this subject met recently at the residence of Dr. Chander, on Carondelet street, and all the preliminaries were arranged for the organization of the association.

THE Journeymen Plumbers' Benevolent Society of New York invites contributions of books and periodicals as the nucleus of a library and workingmen's reading-room. They may be addressed to C. F. Wingate, editor *American Plumber*, P. O. box 3037, New York.

GREAT BRITAIN.

BRITISH MUSEUM.—Mr. J. Winter Jones, the veteran librarian of the British Museum and the President of the Library Association of the United Kingdom, has resigned his office in the Museum, the resignation to take effect after the usual holidays. Mr. Jones entered the service of the Trustees of the British Museum in April, 1837, as an assistant in the Lower Section of the Department of Printed Books; and he became Sir A. Panizzi's *locum tenens* in June, 1866. Dr. Birch alone of the whole staff of the Museum is Mr. Jones's senior in service. The librarian is the chief officer of the several departments of the Museum, and holds the most important post in the profession in the entire kingdom. It is stated on good authority that the position has been offered to Mr. E. A. Bond, now Keeper of the mss.

SOUTH LONDON WORKINGMEN'S COLLEGE.—The rooms and library will be opened as a

"free public reading-room and library" on October 1st, and remain open every week-day, during suitable hours, so long as the expenses, estimated at 200*l.* per year, are provided by local contributions. The management will be under the control of a local committee, and the funds will be quite distinct from the funds of the college; there will be no restriction as to age or sex, the rooms, books, etc., being freely at the service of any to whom they are useful.

PROPOSED ADOPTIONS OF THE ACT.—Sir Julian Goldsmid, M.P., has offered to give 500 guineas to the city of Rochester towards the foundation of a free library, on condition that the burgesses provide for its maintenance by adopting the Free Libraries' Act, which they have hitherto been unwilling to do. A number of influential inhabitants are very anxious to induce the ratepayers to adopt the act for this important city.

THE old free library building, Campfield, long condemned as insecure, recently fell to the ground. Three men who were at work upon it were buried in the ruins and were fearfully injured.

THE EMPEROR OF GERMANY has been pleased to accept a copy of the Proceedings of the London Conference, presented by Prof. Leopold Seligmann, the representative of the German Government at the Conference in last October.

It is understood to be the intention of Her Majesty to confer the honor of knighthood on Mr. Edward Hertslet, C.B., F.R.G.S., Librarian of the Foreign Office and Keeper of the Archives, who recently accompanied the Special Embassy to Berlin.

MR. EDWARD ARBER, editor of the reprints from the Stationers' Registers, has recently been appointed Assistant Professor of English Literature at University College, London, and has received permission from the Board of Admiralty to retire from their department under the new act.

PUBLISHER'S NOTE.

By an error at the bindery, where the JOURNAL is done up for mailing, the index for v. 2 was sent out with the last number, but not the title-page sheet which should have accompanied it. Copies of the latter were mailed to subscribers at once on the discovery of the error; if any have not received them, they are requested to notify the New York office.

Writings of Thomas Bailey Aldrich.

"I have been reading some of the poems, this evening, and find them rich, sweet, and imaginative in such a degree that I am sorry not to have fresher sympathies in order to taste all the delight that every reader ought to draw from them. I was conscious, here and there, of a delicacy that I hardly dared to breathe upon."—NATHANIEL HAWTHORNE.

"As a writer of brief and thoroughly entertaining stories, sparkling with natural humor, and always delightfully poetic in the descriptive passages, he is not surpassed by any other of our authors."—*New York Tribune*.

"Mr. Aldrich is, perhaps, entitled to stand at the head of American humorists. The little work he has hitherto done in this line is singularly fresh, original, and delicate."—*The Athenaeum* (London).

The Story of a Bad Boy.

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Prudence Palfrey.

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"While in the undercurrent of thoughtfulness it displays, and in artistic finish and in poetical grace, it resembles the best work of Mr. Oliver Wendell Holmes, it has a descriptive delicacy which is wholly the author's own."—*Revue des Deux Mondes*.

"It is Mr. Aldrich decidedly at his best—the plot well elaborated and sufficiently exciting, and the story unfolded with delicacy, wit, dramatic suggestiveness, and in English altogether perfect and sweet."—*Christian Union*.

The Queen of Sheba.

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"The story is one of singular freshness and interest, and from first to last it is treated with a certain charming respect for its rare qualities. . . . To say that it is witty and full of a genial spirit, is to say that it is Mr. Aldrich's work."—W. D. Howells, in the *Atlantic Monthly*.

"Aside from the beauty and fascination of the story itself, the latter half of the book contains one of the most charming records of travel experience in Switzerland to be met with in recent literature."—*Utah Herald*.

Cloth of Gold, and Other Poems.

16mo, \$1.50; half calf, \$3; morocco, \$4.

"Enough to give him a lasting reputation as one of the most eminent American poets."—*The Independent* (New York).

Flower and Thorn.

Later Poems. 16mo, \$1.25; half calf, \$3.

"What Mohammed said so many times about the Koran is just as true of this little volume. 'There is no doubt about this book.' None whatever. It is as certainly a book of poetry as it is a book—poetry of the most airy, delicate, fantastical sort; as dainty and delicious as can be."—*Christian Register* (Boston).

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CODE OF RULES.—The uniform titles, rules, with the abbreviations, size-scales, etc., as finally adopted, were published together in the March number of the JOURNAL. As these rules are the only authority on such matters, they are needed for constant reference in every library and by every person making titles.

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The following publishers have already promised coöperation, and it is believed that all leading houses will shortly furnish their books for registry:

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The title of each book received for this purpose will be printed in full, with all bibliographical details according to the rules of the A. L. A. Committee on Cataloguing. The headings under which the book should be catalogued, or is likely to be sought, are printed above the title, and below is a brief descriptive note, giving the features of the book so compactly that a librarian, reader, bookseller's clerk, or book-buyer can inform himself in a moment as to the character of all new publications. The record and note will be prepared at the office of the *PUBLISHERS' WEEKLY*, and will have the benefit of the directing supervision of Prof. Winsor, of Harvard University Library, and Mr. Cutter, of the Boston Athenæum.

The matter will occupy, in print, a space 6 cm. wide, the usual width of newspaper and catalogue columns, and within 5 cm. high, the height of the standard library catalogue card. An electrotype of this matter will be immediately forwarded, when desired, free of further charge, to the publisher of the book, for use, at his option, in a circular to be sent out with the book when published (see Committee's report), and thereafter in his descriptive catalogue, for which it forms ready-made material. While the Committee recommend this use, no trouble or expense is obligatory upon the publisher beyond the sending of advance sheets (on which price and binding are marked) or advance copies, and the fee of \$1 per book, required to cover clerical labor and cost of putting in type. In the case of expensive books, when request is made, the copy will be returned. These sheets or copies should reach the "Office of the *PUBLISHERS' WEEKLY* (Title-Slip Registry), 37 Park Row, New York," ten days (or as near to that as practicable) before the day of publication of the book, that the preparation and revision may be finished, and the printed title-slips sent out at publication date. Publishers are requested to send notice of their willingness to coöperate. The \$1 registry fee should accompany each book, except when there is a current account with the office of registry.

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